

~~SECRET~~  
~~CONFIDENTIAL~~

14 FEB 1963

MEMORANDUM FOR: Chief, FE Division

SUBJECT : Delinquent Advance Account - [REDACTED]

25X1A9a

REFERENCE : a. Memo to Chief, Support Staff, FE Division dated  
22 October 1962  
b. Memo to Chief, FE Division dated 20 November 1962

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1. [REDACTED] presently has a delinquent balance of \$4,885.99 in his advance account. Efforts have been underway for the past year to clear this account; however, there has been no substantial reduction of the outstanding balance.

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2. An item of \$1,266.67 charged to his account appears to have caused some question regarding its validity. It is understood that [REDACTED] verbally stated that he turned in to the ODS money resulting from the sale of a QP auto. [REDACTED], dated 15 November 1960, from the ODS, [REDACTED], states that [REDACTED] should be charged with \$1,266.67 since it was retained by him to cover additional travel costs. From this dispatch, and lacking other data, we can only conclude that the charge is a proper item.

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3. Since all claims which may be due [REDACTED] appear to have been processed, the outstanding balance in his account must be cleared by other administrative action. The records appear to be void of any evidence that [REDACTED] has been presented with this indebtedness, and of his refusal to liquidate this indebtedness. It is proposed that [REDACTED] be contacted and formally advised of this indebtedness and the necessity to liquidate the balance by 1 March 1963. Attached hereto is a sample letter which we suggest be sent to him. If, after this has been presented to him, he refuses to make reimbursement, he should be advised that the indebtedness will be collected by the withholding of his entire agency net pay of \$364.24 per month, effective 1 March 1963.

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[REDACTED]  
Chief, Finance Division

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PAYROLL DEDUCTIONS AUTHORIZED:

Chief, FE Division

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